**Activity Space (Revisiting User Guides)**

**Activity 1**

**Recap**

What were your key takeaways from the first session on user guides?

**Activity 2**

**Instructions**

Please refer to this User Guide Journey of Discovery worksheet and work on Section A and B in your project teams (30 mins) before sharing your answers as a class.

You may create new documents in our shared folder, rename them (e.g. Team 1) and paste the following discovery worksheet inside so that you can keep note of your discussion. Alternatively, you can download a copy of this from Luminus – CS2101 – Week 7.

**User Guide Journey of Discovery**

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| **Scenario**  You’ve just gotten into DSLR (digital single-lens reflex) photography; i.e. using one of these: Image result for dslr  Now you’d like to explore the world of photo-editing. But the popular photo-editing software, Photoshop, is really expensive, and you don’t fancy illegally downloading a pirated copy. A friend recommends that you try out GIMP, a free software.  **Question: How do you find out what GIMP can do and how to use GIMP?** |

**Section A: Experience the GIMP online user guide:** <https://docs.gimp.org/2.10/en/>.

Find answers to the following questions.

1. What is GIMP and what can you do with it?
2. The Introduction (<https://docs.gimp.org/2.10/en/introduction.html>) says that “GIMP is an acronym for GNU Image Manipulation Program.” What is GNU?
3. How do you compress an image?
4. What is the shortcut key for merging layers?

**Section B: Now let’s reflect on your experience as a user of this online GIMP user guide.**

You know that user guides have to be reader-focused (written with the reader’s needs and expectations in mind) and user-friendly (easy to access/navigate, easy to understand, easy to use).

1. What makes this user guide reader-focused and user-friendly? How can it be improved?

Examine:

* 1. the table of contents
  2. the topics and how they are sequenced
  3. the way the instructions are worded
  4. the language used
  5. the formatting (white space, bullets, etc.)
  6. the use of visuals

1. Look at <https://docs.gimp.org/2.10/en/gimp-tutorial-quickie-jpeg.html>.
   1. The instructions are not just a series of steps. The writer provides other information as well. What kind of additional information is provided? Why?
   2. On this page, you’ll notice some words highlighted like this: Overwrite image-name.jpg. Why?
   * They are the indtructions
   1. How are the above mark-ups different from the use of inverted commas, e.g. “Export Image”?
   2. Some of the instructions are somewhat confusing and wordy. How can they be presented more clearly?

**Please share:**

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| **Section A** | **Section B** |
| Qn 1 – Team 1  Qn 2 – Team 2  Qn 3 – Team 3  Qn 4 – Team 4 | Qn 1a 1b – Team 1  Qn 1c 1d - Team 2  Qn 1e 1f 2a – Team 3  Qn 2b 2c 2d – Team 4 |

**Activity 3**

In Project Groups, please discuss what you have learnt from this session and what you will be mindful of when writing your user guide.

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| **Grp** | Important notes for your User Guide |
| 1 | * Important to have personality, make the user guide more personal (more “you” language) * Add hyperlinks for technical terms * Make mark-ups explicit in the UG, need to mention for what purpose the mark-ups are used * Can target beginners or experienced users, or both – declare it at the intro and direct them accordingly |
| 2 | * Can be concise yet use casual language like “you” * Proper usage of colours, fonts, and whitespaces can help enhance user-reader-friendliness. * Numberings and bullets and visuals may help your user guide * Use markups to indicate codes or command inputs * Use caution icons to indicate safety precautions/disclaimer * Possibly include a search bar if possible |
| 3 | * Address the user directly (use ‘you’ instead of ‘the user’) * Ease of navigation and search (properly divided subsections) * Simple English and specifically state what the word is for * Remember to add screenshots and figures to better illustrate the idea * Consistent formatting * Step-by-step * Hyperlinks for glossary |
| 4 | * Different bullet points mean different things * Must have a legend to show what the markups or different symbols mean * Hyperlinks are useful for users to move around the UG or understand certain phrases |
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